

# Create a user account



Department of Workforce Services

[Jobs.utah.gov/ui/employer](http://Jobs.utah.gov/ui/employer)

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info

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**Tax Reporting**

Current Filing Qtr: 2013 Q3  
Due: **October 31, 2013**

**Other Options**

- View or amend past reports
- View all tax reporting options

**File Tax Report**

**New Hire Reporting**

**File a New Hire Report Now**

**Other Options**

- View past new hire reports
- View all new hire options

**File New Hire Report**

**Notice of Claim Filing**

**File a Form 606 Now**

**Other Options**

- View history of 606 responses
- View all notice of claim filing options

**Account Admin**

**Most Popular Admin Options**

- View account profile
- Display benefit costs
- Rate notice (Form 45)

**Correspondence**

**View Correspondence Now**

**Live Chat**

**Hello. Click here to sign in.**

## Sign In

Email Address:

Password:  [Forgot Password?](#)

Are you a first time user? [Click here to signup now.](#)

**Sign In**

Unemployment Insurance and New Hire Reporting

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Sign In User Registration

**User Registration**

Please fill out all of the fields below to create your user account.

\* First Name:

\* Last Name:

\* Email Address:

\* Confirm Email:

**Please Note:** Passwords are case sensitive, must be at least 8 characters, have upper and lower case letters, have at least one number, and have at least one symbol.

\* Password:

\* Confirm Password:

\* Title:

\* Phone Number:

**Submit**

## Advantages to Electronic Filing:

- Save time and expense of mailing in the form
- Use the PIN only once to gain access to your account. Future access is through use of your e-mail and password
- E-mail sent to alert you of upcoming report due date

## Add an existing business to my user account

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info

Hi, John Smith

**Tax Reporting**

Current Filing Qtr: 2014 Q1  
Due: April 30, 2014

**UI Tax Rate**

Year	Tax Rate
2014	0.07%

**Other Options**

- View or amend past reports
- View tax forms
- View all tax reporting options

**File Tax Report**

**Payments**

**Make a Payment Now**

**Other Options**

- View/edit pending EFT payments
- View all payment options

**New Hire Reporting**

**File a New Hire Report Now**

**Other Options**

- View past new hire reports
- View all new hire options

**File New Hire Report**

**Notice of Claim Filing**

**File a Form 606 Now**

**Other Options**

- View history of 606 responses
- View all notice of claim filing options

**Account Admin**

UI Account Number: C 9-00000000000000000000  
Account Status: Inactive

**CONTR EMPLOYER ACCTS**

303 S 200 WE  
SALT LAKE CITY, UT 84120

**Most Popular Admin Options**

- View account profile
- Display benefit costs
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Print IRS form 940C
- Close or reopen an account

**Business Registration**

**Create a New UI Account For a Business**

**Other Options**

- Add an existing business to my user account
- View all business registration options

**Sign Up Now!**

If you would like more information about signing up to receive your correspondence through this website, please [click here](#).

**Other Options**

- View all correspondence options

**Live Chat**

Unemployment Insurance and New Hire Reporting

Home Tax Payments New Hire Claims Registration Correspondence Admin Info

Hi, John Smith

**Add An Existing Business To My User Account**

Advanced access requires a Utah Employer ID and the PIN. If the employer does not have a Utah Employer ID, you can register the employer here.

If you are a tax preparer, and you have a TP Code or a Filing Code, you can click here to enter it now.

You can obtain a PIN by submitting a Tax Preparer Code Request Form (PNC). Download PDF version of PNC here.

\* PIN requests are processed daily.

**Advanced Access**

Advanced access enables you to:

- File Tax Reports
- View / Amend Tax Reports
- View Account Profile
- Make a Payment on an Account
- View UI Benefit Costs
- Print an IRS 940C Form
- File New Hire Reports
- View Past New Hire Reports
- Update Account Addresses
- Update Account Contacts
- Request FERN Change
- Close / Reopen Account
- File an Appeal
- View Electronic Correspondence

\* Utah Employer ID:

\* PIN:

**Submit Advanced Access**

# On-line tax filing

## Advantages to Electronic Filing:

- Enter employee SSN and name only once. They are saved for future reporting and you only need to enter wages
- Running total kept of individual wages, accurate calculation of excess (taxable wages)
- Accurate computation of contribution, interest or filing penalty

Unemployment Insurance and New Hire Reporting

Hello, John Smith

Home Tax Payments New Hire Claims Registration Correspondence Admin Info Live Chat

**Tax Reporting**

Current Filing Qtr: 2013 Q4  
Due: January 31, 2014

**UI Tax Rate**

Year: 2014 Tax Rate: 0.074

**Other Options**

- View or amend past reports
- View tax forms
- View all tax reporting options

**File Tax Report**

- Manually Enter Wages
- Upload a Wage File
- Amend a Past Report

**Payments**

Make a Payment Now

**Other Options**

- View/edit pending EFT payments
- View all payment options

**New Hire Reporting**

File a New Hire Report Now

**Other Options**

- View past new hire reports
- View all new hire options

**File New Hire Report**

**Notice of Claim Filing**

File a Form 606 Now

**Other Options**

- View history of 606 responses
- View all notice of claim filing options

**Account Admin**

UI Account Number: C 9-000001-0  
Account Status: Inactive

**CONTR EMPLOYER ACCTS**

303 S 200 WE  
SALT LAKE CITY, UT 84120

View or edit addresses

**Most Popular Admin Options**

- View account profile
- Display benefit costs
- Rate notice (Form 45)
- Update address information
- File an appeal
- Information for appeals
- Print IRS form 940C
- Close or reopen an account

**Other Options**

- View all account admin options

**Correspondence**

View Correspondence Now

**Sign Up Now!**

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**Other Options**

- View all correspondence options

**Business Registration**

Create a New UI Account For a Business

**Other Options**

- Add an existing business to my user account
- View all business registration options

all tax reporting options

**File Tax Report**

- Manually Enter Wages
- Upload a Wage File
- Amend a Past Report

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**Other Options**

- View all correspondence options

Unemployment Insurance and New Hire Reporting

Hello, John Smith

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**Step 1 Start Step 2 Select Step 3 Payment Step 4 Confirm Step 5 Results**

Tax Worksheet For: COMPANY (C): Period: 2013 Q2

Modify Employee	Soc. Security Number	Employee Name	2013 Wages	2013 Wages	Excess Wages
		First Mid Last	Jan 1 - Mar 31	Apr 1 - Jun 30	Apr 1 - Jun 30
1 edit del	*****9279		\$0409		\$0.00
2 edit del	*****2554		\$4393		\$0.00
3 edit del	*****3402		\$7923		\$0.00
4 edit del	*****5102		\$15332		\$0.00
5 edit del	*****9326		\$7587		\$0.00
6 edit del	*****9998		\$2553		\$0.00
7 edit del	*****7949		\$29882		\$0.00

**Contribution Report**

	1st Month	2nd Month	3rd Month
* Number of Employees			
Total Wages Paid During Quarter	\$ 0.00		
Wages in Excess of \$30,300.00	\$ 0.00		
Wages Subject to Contribution	\$ 0.00		
Contribution Rate	0.016		
Due	\$ 0.00		

**Continue**

Unemployment Insurance and New Hire Reporting

Hello, John Smith

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**Step 1 Start Step 2 Payment Step 3 Confirm Step 4 Results**

**Upload Your Wage File**

Please select the wage file you would like to upload by clicking the Browse button, and then click Continue.

**Do you have questions about your wage file?**

- To view the file formats we accept, [click here](#).
- To upload a test file, [click here](#).
- Having problems uploading an Excel file? [Click here for some tips](#).

File To Upload:  No file chosen

**Continue**

- Correct tax rate is already entered, no more miscalculation
- Online filing can be accomplished by manually inputting data or by uploading a file.
- Payment can be made online by using a bank account after completing quarterly filing. The payment options are displayed as part of the filing process.